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ANNEX A

Transportation Functions Performed

a. By Central Processing Branch

- *1. Preparing travelers' itineraries.
- *2. Briefing travelers in regard to shipment of household effects and automobiles and unaccompanied baggage. Includes recommending insurance handling.
- 3. Executing requests for documents: passports, visas, [REDACTED]
- *4. Processing dependents located in Washington.
- 6. Filing and distributing copies of all travel orders.

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b. By Passenger Movement Branch

- *1. Checking travelers' itineraries.
- *2. Contacting couriers and making travel reservations.
- 3. Executing requests for documents: visas, [REDACTED]
- *4. Processing dependents located outside Washington.
- *5. Procuring accommodations for the shipment of household effects for certain covert personnel.
- *6. Maintaining case files and control records on all travelers and their effects.
- 7. Performing messenger service to pick up and deliver tickets and travel documents.
- *8. Preparing Transportation Requests and maintaining petty cash funds for procurement of carrier tickets.
- 9. Preparing ETA cables and dispatches to overseas stations (for release by operating components) in regard to travelers and their effects. Preparing notifications to Finance Division and Personnel Office.
- *10. Preparing authorizations and bills of lading for the shipment of unaccompanied baggage, household effects and automobiles.

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* Technical transportation function.

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ANNEX B

Passenger Movement Branch Workload Statistics

1. Data accumulated over an eight month period (including December, 1952) indicates an average monthly workload of [] cases, including both foreign and domestic travel.

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2. Over this period, the average on-duty staff of Passenger Movement Branch was [] In addition, there were 4 traffic officers in Central Processing Branch during this period, making a total of [] personnel to handle processing through this period.

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3. At the basis of [] personnel, working an average of 24 days per month (Passenger Movement Branch personnel work 8 hour days on alternate Saturdays, half the force at work each Saturday), the over-all working force averaged 386 man-days per month, handling [] cases, or [] cases per man per day.

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4. Based on [] cases per man day, the present proposed P.M.B. T/O of [] could handle [] cases per month. This capacity permits an increase over the average workload of [] cases by about 33%.

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